



PRESENTATION SKILLS

Overview



- Introduction to Military Briefings
- Types of Briefings
- Fundamentals of Speaking
- Briefing Format

Introduction to Military Briefings



- Purpose
- Presentations
 - Formal
 - Informal

Types of Briefings



- Information Briefing
- Decision Briefing
- Advocacy Briefing

Fundamentals of Speaking



- Overcome Nervousness
 - Preparation
 - Confidence
- Establish Eye Contact
 - Initial Remarks
 - Be Deliberate

Fundamentals of Speaking



- Speaker Appearance
 - Proper Dress
 - Good Posture
 - Facial Expressions
 - Gestures
- Visual Aids

Fundamentals of Speaking



- Voice
 - Quality
 - Pitch
 - Volume
 - Rate of Speech

Fundamentals of Speaking



- Speech Delivery
 - Word Choice
 - Sentence Formation
 - Pauses
 - Filler Words
 - Enunciation and Pronunciation
 - Length

Briefing Format



- Introduction
 - Introduce Self and Topic
 - Give Credentials
 - Relevant Attention Step
- Purpose – Clearly stated purpose and explained relevance to the audience
- Overview
 - Presented Controlling Ideas clearly and logically

Briefing Format



- Focus
 - Clear simple statement of controlling ideas and major parts.
 - Information enhanced purpose
- Relevance – Information was valuable to the audience
- Analysis
 - Developed major parts, used wide variety of supporting data that sufficiently detailed major parts

Briefing Format



- **Sequence** – Followed overview and contributed to analysis and understanding of topic
- **Transitions** – Related previous point to next major point
- **Eye Contact** – Maintained eye contact with audience
- **Movements and Gestures** – Movements and facial expressions improved the presentation by emphasizing major points

Briefing Format



- **Voice** – Used voice inflection to emphasize important points
- **Word Use** – Explained new terms, did not use acronyms, used inclusionary language
- **Visual Aids**
 - Presentation
 - Books
 - Video Tape (up to 2 min)

Briefing Format



- **Summary** – Reemphasize controlling ideas, do not introduce new material
- **Closure** – Closing statement relevant to the topic such as a passage from a book or a quote
- **Time**
 - Optimum time for presentation is 12:30 to 13:30.
 - Failing (NO-GO) over 15 min or less than 11 min

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- Briefing Format